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Approved For Release 2002/05/06 : CIA-RDP78-04718A000300330082-4

15 March 1950

MEMORANDUM TO: EXECUTIVE, CIA
SUBJECT: Space Requirements for OPC
ENCLOSURE: Space Availability, Building K

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1. May I take this opportunity to express our appreciation to [] and others for their assistance in the move to K Building. This is the first time since OPC was established that all units have been housed together and it will contribute greatly to increased efficiency in our operations.

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2. This memorandum will also confirm conversations which Mr. [] and other OPC staff officers have had with the Administrative Staff with regard to the serious inadequacy of the space available in K Building. The attached figures indicate that as of 31 March we shall actually have less than 79 square feet per person.

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3. [] reports that a tentative agreement has been reached with PBA whereby a further survey will be made in 3 or 4 months to determine whether part of J Building can be released for our use. Although prior promises may have been made to the Census Bureau, I should like to point out the following:

a. It is relatively immaterial whether Census has space in J Building or elsewhere as they are already spread out in several locations, whereas it is exceedingly damaging to our operations to have various units physically separated.

b. If the Census Bureau moves into space released by the Veterans Administration, it will be practically impossible to dislodge them at a time when their demands for space may be increasing rather than diminishing.

c. If the best we can hope for is a "survey" 3 or 4 months hence it would be unrealistic to expect relief within 6 to 8 months. By that time our situation will be desperate as we shall have less than the Agency average space per person within 30 days after our move into K Building.

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4. This matter has been discussed thoroughly with [redacted] and [redacted] and a copy of this memorandum is being forwarded to them. In view of the facts set forth above, I respectfully urge that the strongest possible action be taken at this time to obtain additional contiguous space.

[redacted]

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Assistant Director for
Policy Coordination

cc: Admin. Services, CIA

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